



PHILADELPHIA REDEVELOPMENT  
AUTHORITY

**REQUEST FOR PROPOSALS**

**MULTI-FAMILY RENTAL AND  
HOMEOWNERSHIP DEVELOPMENT  
LEGAL SERVICES**

**DECEMBER 4, 2015**

**Contract Opportunity for  
CDBG, HOME AND NSP  
Legal Services**

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## 1. Introduction

The Philadelphia Redevelopment Authority ("PRA") Legal Department is responsible for providing legal representation to the directors, officers and employees of the PRA concerning all matters arising in connection with the exercise of their official powers. The PRA is committed to the highest ethical and professional standards and takes pride in its reputation with its clients, the bench and bar, and the public. The PRA invites competitive proposals from qualified attorneys to provide legal services as outlined in the Scope of Work.

Proposals will be reviewed to determine the most responsive proposal in accordance with the evaluation/selection criteria listed below. ***The Redevelopment Authority reserves the right to select one or more attorneys (or to select none at all) to perform the services outlined below.***

## 2. Scope of Work

The Applicant should have a minimum of ten (10) years' experience in the negotiation of terms and conditions, preparation of loan documentation, and conducting closings for construction/permanent loans for low/moderate income homeownership and multi-family rental projects financed by the PRA.

The Applicant should have familiarity with the regulations, practices and policies of HUD's Community Development Block Grant, HOME Investment Partnership, Neighborhood Stabilization Program, Supportive Housing, Housing Opportunities for Persons with AIDS and Capital Advance Programs, the low-income housing tax credit program and the City of Philadelphia's Housing Trust Fund Program. Attorneys proposing to work on these matters must be licensed and admitted to the bar in Pennsylvania and have demonstrated expertise and experience in these legal practice areas. Applications of individual attorneys only will be considered; law firms will not be considered.

## 3. Schedule

The timeline for this Contract Opportunity is as follows:

Event	Date
Notice of Contract Opportunity Posted	December 4, 2015
Questions and/or Requests for Additional Information Due	December 11, 2015
Proposals Due	December 18, 2015
Respondent(s) Selected	December 24, 2015
Contract Executed	January 1, 2016

These dates are estimates only and the PRA reserves the right, in its sole discretion, to alter this schedule as it deems necessary or appropriate.

## 4. Proposal Requirements

- Applicants must submit a fee proposal expressed as an hourly billing rate, including any related matters affecting total compensation.
- Brevity and conciseness is appreciated; proposals should be no longer than three (3) pages.

- Applicants should provide his/her resume including information and background on those factors enumerated as selection criteria.
- Applicants should provide at least two references for which work similar to that being asked for in this RFP. References from government clients and engagements with similar scopes of work are preferred.
- Applicants should provide a statement s/he has no pending matters in conflict with the PRA or the City of Philadelphia.
- Proposal must also include the completed forms identified below in Section 6.

## 5. Evaluation/Selection

The PRA intends to award a contract to the applicant who best demonstrates the level of experience, skill and competence required to perform the services called for in this RFP in the most efficient, cost-effective, and professional manner. The successful respondent will be willing to execute and work pursuant to the PRA's contract terms and conditions, which include – without limitation – non-discrimination requirements, indemnification of the PRA, insurance coverage and cost principles. The PRA reserves the right not to award contracts as a result of this RFP, or to award contracts for part of this scope.

The PRA will be guided by the following criteria in making a selection for award, and will use its professional judgment in determining which respondent best serves the interests of the PRA:

- Superior ability or capacity to meet particular requirements of this contract opportunity and needs of the PRA.
- Superior prior experience with federal Community Development Block Grant and HOME Investment Partnerships Program requirements, including representation of public agencies and interaction with housing developers.
- Superior prior experience with the federal Neighborhood Stabilization Programs (both NSP I and NSP II), including representation of public agencies and interaction with housing developers.
- Knowledge of Pennsylvania Housing Finance Agency regulations and practices with respect to funding of low and affordable housing projects.
- Knowledge of City of Philadelphia minority business, women business and disadvantaged business participation programs.
- Knowledge of federal and state prevailing wage laws and regulations as they apply to rental and homeownership programs.
- Knowledge of the Pennsylvania State Adverse Interest Act, Pennsylvania Public Official and Employee Ethics Act, Philadelphia Code and Philadelphia Home Rule Charter pertaining to conflicts of interest
- Demonstrated relative strength, reputation and successful experience providing services.
- Eligibility under Philadelphia Code provisions relating to campaign contributions.
- Compliance with PRA standards for contracting, such as indemnification and non-discrimination.
- Competence and proven track record working with governments and community development organizations.
- Overall costs.

- Administrative and operational efficiency, requiring less PRA oversight and administration.
- Accessibility of the consultants to the PRA.
- Demonstrated ability to meet timelines and milestones.
- Any other factors the PRA considers relevant to the evaluation of the responses from applicants.

## 6. Declarations and Other Information

MBE/WBE/DBE Firms: The PRA strongly encourages and promotes the employment of qualified MBE/WBE/DBE firms in all aspects of its procurement of goods and services. If applicant is a Certified M/W/DBE, defined as Minority Business Enterprise ("MBE"), Women Business Enterprise ("WBE"), or Disadvantaged Business Enterprise ("DBE"); please submit information to confirm Certification as part of bid proposal.

Tax Clearance and Conflict of Interest Form: Respondents, upon request of the PRA, must provide evidence satisfactory to the PRA that all municipal taxes, including business taxes, real estate, school, water and sewer charges, if applicable, are current for both the individual applicant and the applicant's firm and neither is currently indebted to the City; will at any time during the term of the agreement be indebted to the City, for or on account of any delinquent taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. Please complete the Philadelphia Tax Status Certification and Conflict of Interest form (Attachment A) and submit it with your proposal.

Campaign Contribution Disclosure Forms: Please complete the applicable disclosure forms (Attachment B) and submit with your proposal.

### Reservation of Rights

By submitting a proposal in response to this RFP, an Applicant affirmatively acknowledges: (i) its acceptance of the terms and conditions of this RFP; (ii) the PRA may exercise in its sole discretion the following rights; and (iii) the PRA may exercise the following rights at any time and without notice to any Applicant.

1. to reject any and all proposals;
2. to supplement, amend, substitute, modify or re-issue the RFP with terms and conditions materially different from those set forth here;
3. to cancel this RFP with or without issuing another RFP;
4. to extend the time period for responding to this RFP;
5. to solicit new proposals;
6. to conduct personal interviews with any Applicant to assess compliance with the selection criteria;
7. to request additional material, clarification, confirmation or modification of any information in any and all proposals;
8. to negotiate any aspect of a proposal, including price;
9. to terminate negotiations regarding any and all proposals at any time;
10. to expressly waive any defect or technicality in any proposal;
11. to rescind a selection prior to contract execution if the PRA determines that the proposal does not conform to the specifications of this RFP;

12. to rescind a selection prior to contract execution if the PRA determines that the specifications contained in this RFP are not in conformity with law or that the process in selection of a proposal was not in conformity with law or with the legal obligations of the PRA;
13. in the event a contract is awarded, the successful Applicant or Applicants shall procure and maintain during the life of the contract liability insurance in an amount to be determined prior to the award of any contract;
14. in the event a contract is awarded, all Applicants agree to perform their services as an independent contractor and not as an employee or agent of the PRA;
15. in the event a contract is awarded, all Applicants agree that no portion of performance of the contract shall be subcontracted without the prior written approval of the PRA; and
16. each Applicant agrees to indemnify, protect and hold harmless the PRA from any and all losses, injuries, expenses, demands and claims against the PRA or the City of Philadelphia sustained or alleged to have been sustained in connection with or resulting from (i) the submission of the Applicant's proposal; (ii) the delivery by the Applicant to the PRA of any other documents or information; and (iii) any other conduct undertaken by the Applicant in furtherance of or in relation to the Applicant's proposal. Each Applicant agrees that its duty to indemnify and hold harmless shall not be limited to the terms of any liability insurance, if any, required under this RFP or subsequent contract.

## 7. Application Process

Applicants must submit **three (3) original copies of the proposal to the PRA no later than December 18, 2015, at 3:00 p.m.**; absolutely no proposals will be accepted after that time.

Applicants may hand deliver or send proposals via registered mail to:

Ryan D. Harmon, Esquire  
Philadelphia Redevelopment Authority  
1234 Market Street, 16<sup>th</sup> Floor  
Philadelphia, PA 19107  
Phone: 215-854-6500

### Contact for Additional Information

All questions and requests for additional information should be directed in writing to Ryan Harmon at [ryan.harmon@pra.phila.gov](mailto:ryan.harmon@pra.phila.gov). Questions will only be accepted until December 11, 2015. Questions and/or requests for additional information, and the PRA's responses to such questions and/or requests, will be posted on the PRA website.